

Message Text

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ORIGIN SS-30

INFO OCT-01 ISO-00 CCO-00 SSO-00 /031 R

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TO AMEMBASSY BONN IMMEDIATE

C O N F I D E N T I A L STATE 039139

EXDIS

E.O. 11652: GDS

TAGS: OVIP (HENRY A. KISSINGER)

SUBJECT: SECVISIT - ADMINISTRATIVE ARRANGEMENTS

1. PARTICIPATION.

SECRETARY'S PARTY ARRIVING SUNDAY, MARCH 3 ABOARD SPECIAL MILITARY AIRCRAFT. WILL CONSIST OF AN ESTIMATED FORTY PEOPLE, INCLUDING SUPPORT STAFF AND PRESS. FIRM ETA AND PASSENGER LIST WILL BE SUPPLIED SEPTEL.

2. CUSTOMS, HEALTH AND IMMIGRATION.

REQUEST BULK CLEARANCE AND WAIVER OF VISAS FOR ENTIRE PARTY AND AIRCRAFT CREWS. PASSPORT NUMBERS, PLACE AND DATE OF BIRTH WILL BE PROVIDED SEPTEL. PARTY HAS ALL NECESSARY SHOTS. ASSIGN EMBASSY OFFICER TO RECEIVE PASSPORTS FROM TRIP CONTACT OFFICER AND HANDLE ENTRY/EXIT FORMALITIES. ADVISE DEPARTMENT WHEN WAIVERS ARE GRANTED.

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3. SECURITY.

A. THE U.S. SECRET SERVICE IS RESPONSIBLE FOR ALL

PROTECTIVE SECURITY ASPECTS OF THE SECRETARY'S VISIT.
A USSS ADVANCE TEAM WILL ARRIVE AT POST FIVE TO SEVEN
DAYS BEFORE THE ARRIVAL OF THE SECRETARY'S PARTY WITH

DETAILED INSTRUCTIONS. THEIR ETA WILL BE THE SUBJECT
OF A SEPARATE MESSAGE.

B. THE OFFICE OF SECURITY IS RESPONSIBLE FOR THE
SAFEGUARDING OF ALL CLASSIFIED MATERIAL ASSOCIATED WITH
THE SECRETARY'S VISIT. SY WILL PROVIDE DETAILED
INSTRUCTIONS IN THIS REGARD TO THE RSO IN A SEPARATE
MESSAGE.

4. ACCOMMODATIONS.

PARTY SHOULD BE QUARTERED IN ONE CENTRALLY LOCATED HOTEL
IF POSSIBLE.

A. SLEEPING QUARTERS

PRESENT REQUIREMENTS ARE TWO SUITES AND THIRTY-EIGHT
SINGLES.

B. OFFICE SPACE AND STAFF

NINE DOUBLE ROOMS WILL BE REQUIRED, AS FOLLOWS:

(1) SPECIAL ASSISTANTS' OFFICE

REMOVE BEDS AND SET UP WITH FOUR DESKS OR WORK TABLES,
PHONES, ADEQUATE LIGHTING AND TWO IBM ELECTRIC EXECUTIVE
PROPORTIONAL TYPEWRITERS IF AVAILABLE, OR, ALTERNATIVELY,
TWO OTHER IBM ELECTRIC PICA TYPEWRITERS, WITH TYPE-
WRITER STANDS.

(2) HOLDING ROOM

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REMOVE BEDS AND SET UP AS A SITTING ROOM.

(3) USSS COMMAND POST.

(4) STAFF OFFICE

REMOVE BEDS AND SET UP WITH FIVE DESKS OR WORK TABLES,
PHONES, ADEQUATE LIGHTING AND THREE IBM ELECTRIC PICA
TYPEWRITERS, WITH TYPEWRITER STANDS.

PROVIDE TWENTY-FOUR-HOUR SECRETARIAL COVERAGE BY
SCHEDULING TWO TOP-SECRET-CLEARED SECRETARIES FOR

16 HOURS AND HAVING TWO OTHERS ON CALL THE REMAINING
8 HOURS.

IDEALLY, THESE ROOMS SHOULD BE SET UP WITH THE SECRETARY'S
SUITE AT THE END OF THE CORRIDOR, BEDROOMS FOR THE TWO
SPECIAL ASSISTANTS ON EITHER SIDE OF THE SUITE ACROSS
THE CORRIDOR FROM ONE ANOTHER, THE HOLDING ROOM AND THE
SPECIAL ASSISTANTS' OFFICE NEXT TO THE ABOVE TWO
BEDROOMS RESPECTIVELY, USSS COMMAND POST NEXT TO THE
SPECIAL ASSISTANTS' OFFICE, AND THE STAFF OFFICE NEXT
TO THE COMMAND POST. FYI - THE OBJECT OF THIS
ARRANGEMENT IS TO OBTAIN FOR THE SECRETARY THE
OPTIMUM IN EFFICIENCY, PRIVACY AND SECURITY AT THE SAME
TIME. WHERE POSSIBLE, THE OFFICE AND STAFF PACE
DESCRIBED IN PARAGRAPHS B 1 THROUGH 4, INCLUSIVE,
SHOULD BE ON ONE FLOOR IN THE HOTEL, AND ALL OTHER
OFFICES AND SLEEPING ROOMS ON ANOTHER FLOOR.

(5-6) S/S OFFICE

REMOVE BEDS FROM TWO CONNECTING ROOMS AND SET UP WITH:

(A) THREE DESKS OR WORKING TABLES FOR OFFICERS
AND THREE TYPING TABLES FOR SECRETARIES WITH ADEQUATE
LIGHTING.

(B) TELEPHONES - A MINIMUM OF THREE - ONE FOR
EACH DESK - FOR THE TWO-ROOM OFFICE, EACH HAVING A
SEPARATE EXTENSION OFF THE EMBASSY SWITCHBOARD, IF
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POSSIBLE, OR THREE SEPARATE COMMERCIAL LINES IF NOT.
THESE TELEPHONES ARE REQUIRED IN ADDITION TO THE
REGULAR HOTEL ROOM EXTENSIONS.

(C) NORMAL OFFICE SUPPLIES AND FORMS.

(D) ONE CONFERENCE TYPE TABLE.

(E) ONE BEST AVAILABLE COPYING MACHINE -
ARRANGEMENTS SHOULD BE MADE FOR 24-HOUR SERVICING OF
THE MACHINE AND/OR A BACKUP MACHINE.

(F) TWO COPIES EMBASSY PHONE BOOK, THE POST
REPORT, ONE DIPLOMATIC LIST, AND ANY OTHER USEFUL
PAMPHLETS OR INFORMATION.

,- (G) THREE ELECTRIC TYPEWRITERS, LARGE (PICA)
TYPE ESSENTIAL, PREFERABLY IBM SELECTRIC. IF
SELECTRIC UNAVAILABLE, TYPE FONTS SHOULD BE
COMPATIBLE.

(7-8) VISITORS' CONTROL ROOM (SEE PARAGRAPH 9).

(9) PRESS ROOM (SEE SEPTTEL).

THE S/S OFFICE, THE PRESS ROOM, AND THE VISITORS' CONTROL ROOM SHOULD BE AT A LOCATION WELL AWAY FROM THE SECRETARY'S SUITE, PREFERABLY ON ANOTHER FLOOR IN THE HOTEL.

C. SPECIAL TELEPHONE REQUIREMENTS. A TWO-WAY INTERCOM SHOULD BE INSTALLED TO CONNECT THE SECRETARY'S AND HIS SPECIAL ASSISTANTS' TELEPHONE SETS. A BUZZER OR RING SHOULD ALLOW THE SPECIAL ASSISTANTS TO TAKE THE SECRETARY'S CALLS, ANNOUNCE THEM AND TRANSFER THEM TO THE SECRETARY. THE TELEPHONE SHOULD NOT REPEAT NOT RING IN THE SECRETARY'S SUITE.

D. UPON RECEIPT OF CABLE WITH NAMES OF PARTY MEMBERS POST SHOULD ATTEMPT TO OBTAIN ROOM NUMBERS, ASSIGN PARTY TO ROOMS AND CABLE THIS INFORMATION TO THE DEPARTMENT
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(S/S-EX) AS SOON AS POSSIBLE.

E. PARTY SHOULD BE PRE-REGISTERED WITH KEYS IN DOORS. IF NOT POSSIBLE, KEYS SHOULD BE IN VISITORS' CONTROL ROOM FOR PICK-UP.

F. ACCOMMODATIONS FOR CREW BEING HANDLED SEPARATELY VIA MILITARY CHANNELS.

G. ADVISE AVERAGE HOTEL COSTS OF ROOMS, MEALS, INCIDENTALS, ETC., TO DETERMINE WHETHER SPECIAL PER DIEM IN ORDER.

5. GROUND TRANSPORTATION.

.A. POST SHOULD PROVIDE INDIVIDUALLY ASSIGNED CARS ON 24 HOUR BASIS TO THE FOLLOWING, WITH POOL CARS FOR REST OF PARTY:

- (1) LIMOUSINE FOR SECRETARY (WITH SECURITY CLEARED CHAUFFEUR);

- (2) ONE VEHICLE WITH DRIVER FOR SECRETARY'S SPECIAL ASSISTANTS;

- (3) ONE VEHICLE WITH DRIVER FOR SECRETARIAT STAFF (S/S);

(4) TWO VEHICLES WITH DRIVERS FOR USSS
AGENTS;

(5) ONE V

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Message Attributes

Automatic Decaptioning: Z
Capture Date: 27 JUL 1999
Channel Indicators: n/a
Current Classification: UNCLASSIFIED
Concepts: n/a
Control Number: n/a
Copy: SINGLE
Draft Date: 27 FEB 1974
Decaption Date: 28 MAY 2004
Decaption Note: 25 YEAR REVIEW
Disposition Action: RELEASED
Disposition Approved on Date:
Disposition Authority: golinofr
Disposition Case Number: n/a
Disposition Comment: 25 YEAR REVIEW
Disposition Date: 28 MAY 2004
Disposition Event:
Disposition History: n/a
Disposition Reason:
Disposition Remarks:
Document Number: 1974STATE039139
Document Source: ADS
Document Unique ID: 00
Drafter: S/S-EX:KDJENKINS:MKWM
Enclosure: n/a
Executive Order: 11652 GDS
Errors: n/a
Film Number: P750001-0912
From: STATE
Handling Restrictions: n/a
Image Path:
ISecure: 1
Legacy Key: link1974/newtext/t19740269/abbrzclz.tel
Line Count: 220
Locator: TEXT ON-LINE, TEXT ON MICROFILM
Office: ORIGIN SS
Original Classification: CONFIDENTIAL
Original Handling Restrictions: EXDIS
Original Previous Classification: n/a
Original Previous Handling Restrictions: n/a
Page Count: 5
Previous Channel Indicators:
Previous Classification: CONFIDENTIAL
Previous Handling Restrictions: EXDIS
Reference: n/a
Review Action: RELEASED, APPROVED
Review Authority: golinofr
Review Comment: n/a
Review Content Flags:
Review Date: 07 MAY 2002
Review Event:
Review Exemptions: n/a
Review History: RELEASED <07 MAY 2002 by ifshinsr>; APPROVED <02 JAN 2003 by golinofr>
Review Markings:

Declassified/Released
US Department of State
EO Systematic Review
30 JUN 2005

Review Media Identifier:
Review Referrals: n/a
Review Release Date: n/a
Review Release Event: n/a
Review Transfer Date:
Review Withdrawn Fields: n/a
Secure: OPEN
Status: NATIVE
Subject: SECVISIT - ADMINISTRATIVE ARRANGEMENTS
TAGS: OVIP, US, GE, (KISSINGER, HENRY A)
To: BONN
Type: TE
Markings: Declassified/Released US Department of State EO Systematic Review 30 JUN 2005